



TRUCKEE-DONNER Recreation & Park District

Inspiring Creative Active Lives for a Healthy Mountain Community

Special Meeting Notice

Board/Staff Retreat

8107 Valhalla Drive (Lot 174) Truckee, CA 96161

Tuesday, May 15, 2018, 8:45 A.M.

The Board of Directors welcomes you to its special meeting. Your interest is encouraged and appreciated.

8:45 A.M. Continental Breakfast - Optional

9:00 A.M. Retreat Begins – Roll Call and Introductions

Public Comment – Comments are limited to three minutes in order for all interested parties to have an opportunity to speak. No action shall be taken by the Board on items not appearing on the agenda (Government Code Section 54954.2 – Brown Act). The Board may choose to acknowledge the comment or, where appropriate, briefly answer a question, refer the matter to staff, or set the item for discussion at a future meeting.

Agenda Item Process – The Board will follow the process below.

1. Staff Report/Discussion
2. Board and Staff Discussion
3. Public Comment – Limited to three minutes
4. Board Discussion and Action (if action needs to be taken)

9:10 A.M. Input to Board of Directors from District staff on the direction the District should take in FY 2018-2019

- 9:10-10:00 A.M. – Recreation Division
- 10:00-10:50 A.M. – Park Division
- 10:50 – 11:20 A.M. – Admin. Division

(35 minutes for Recreation and Park division presentations / 15 minutes for Administration division presentation – 15 minutes for feedback/questions from retreat attendees)

11:20 A.M. Marketing – Ideas to increase our marketing and public relations in the community

11:40 A.M. Staff inputs for FY 2018/19 funding requests

12:00 P.M. Lunch (After lunch, Board meets with management staff only)

12:30 P.M. Discussion/possible action on hiring a consultant to provide staff training on our registration program, Activenet.

12:35 P.M. Board Discussion

Review of District Pricing Policy

- Scholarships

Review of Facility Assessment Plan

- Development of a funding policy for assessment projects

Develop priorities for FY 2018 – 2019

- General expenditures
- Staffing & Benefits
- Maintenance

Develop policy for allocation of Future District Revenues

- Mitigation Fees
- Capital Improvement Expenditures – district & citizen requests
- Reserves/General Fund Balance
- Board Special Project Fund
- Capital Equipment Reserves

Future Debt Service/Bond Measure

- New Sports Fields/Ponderosa Golf Course Irrigation/Ball Field Lighting

Review of proposed citizen projects

- Skate Park
- Ice Rink
- Community Art Center Outdoor Restoration

4:00 P.M. Adjournment

Agenda mailed and posted May 10, 2018

Brandon Perry, District Clerk

2017 Staff/Board Retreat Highlights

- Scholarship program – how to implement and generate funding
Currently being worked on
- Work with TBID and Town to bring in events that generate revenue for the district
Currently working with them. Have had a couple of events to date.
- Attracting quality employees – offering benefits, development of Part Time Benefitted, employee retention
Created part time benefitted positions
- Development of a “Friends of Recreation & Parks”
Nothing to date
- Recreation Supervisor position to take load off of Recreation Superintendent
Nothing to date
- New fields
Discussions with youth sports groups – contact with airport district for potential land, \$1 per player field fund set up
- Facility Condition Assessment – need an implementation plan
Board has been discussing – working on implementation plan
- Increase staffing at the parks
Two full time positions created and hired – increase in part time staff hours
- Create an adopt a pier program
Concept designs completed, included in sponsorship package, installations this summer
- Development of a pricing policy
Policy created – in the discussion phase
- Develop amount of reserves the District should maintain
Discussed to date – topic for 2018 board retreat
- Budget and more staff hours for marketing
This is now a full time position – additional funds budgeted for marketing
- Add a grant writer position
Nothing to date
- Evaluate Activenet
Activenet consultant training for employees will commence in June/July
- IT – improving network security, updating software, security cameras
Implemented

Memo Re: Active Net Training

It has been approximately three years since the implementation of our new online registration system, ActiveNet, and a full year since we have had all modules up and running. During these past four years we have had several employees who were involved in the set up and initial training on the system leave the District. In meetings and discussions with my staff we have come to the conclusion that there is a need for our system data to be cleaned up and for our current administration staff to be given a thorough training on the system so that we can operate and use the system to its full potential. I contacted our representative at ActiveNet explained to him our situation and need for training. He provided to us the following price list of training and optimization:

In person training at our facility \$2,200/day + travel
In person optimization at our facility \$2,800/day + travel
Each module takes 1 full day for training or optimization
Remote training \$1,400/day
Remote optimization \$1,400/day

In discussions with him and review of the training options offered by ActiveNet, it was recommended that we undertake training and optimization of our system in person and at the same time as if we were completely new to the system, rather than take on the two separately. Because of the fact that we are working with the system and are familiar with it, they have put together and priced an optimization with training package for just the optimization rate. Their proposal is:

6 x Onsite Optimization Days (2 x 3-day onsite sessions) = 6 x \$2,800 = \$16,800
2 x Remote Refresher Training Days (1 x 2-day remote session) = 2 x \$1,400 = \$2,800
Total Proposal Pricing is \$19,600

Schedule Timeline:

Onsite Session 1:

Day 1 – General System Clean-Up/Training
Day 2 – Facility Reservation Optimization/Training
Day 3 – Facility Reservation Optimization/Training

Onsite Session 2:

Day 1 – Activity Registration Optimization/Training
Day 2 – Membership Optimization/Training
Day 3 – Financial Optimization/Training

Remote Session 1:

Day 1 – POS and Flex Reg Modules Review & Training
Day 2 – Reporting Review & Training Including Insights

The training will occur in our conference room using our own system data and will be given 7 employees including the Accounting Manager, Office Supervisor, Office Specialist, 2 Office Assistants, Front Desk Clerk, the new IT Administrator, and other staff as determined.

I am requesting approval to enter into a contract with ActiveNet to provide the outlined optimization and training for \$19,600.

Thank you,

Teresa McNamara
Accounting Manager